

# Storyboard

# Adoption-Entering Adoption Finalization and Case Closure

This storyboard demonstrates how to enter an Adoption Case finalization and case closure in TFACTS.

### **Table of Contents**

Pre-Finalization Tasks to Complete	2
•	
Finalizing an Adoption Case	3
Finalization Checklist	5

# Pre-Finalization Tasks to Complete

The following tasks must be completed **prior to finalizing** an Adoption:

- The child's current placement in the adoptive home and the Intent to Adopt date must be recorded in the Placement record.
- The Petition to Adopt pleading in the Case Court Actions screens must be entered.
- Submit the request for Putative Father for finalization as soon as possible, but at least 10 days prior to filing of the Petition to Adopt (see DCS policy 15.4) in the Putative Father Registry Search Requested screen. Use Form#CS0435 on the server.
- The CWB Worker and the Adoption Specialist will work in conjunction to complete the Subsidy Eligibility Determination.
- The Confidential Court Report form (in TFACTS) must be completed & routed to supervisor for approval.
- The Confidential Court Report form (found on the server) must be printed to submit to court.
- The Consent to Adopt Form#CS-0815, found on the server, must be printed.
- Enter a Court Hearing in Case Court Actions with Hearing Type of Adoption Finalization.

  Link the Adoption Finalization court order to the existing Adoption Finalization court hearing.

  Upon entry of the Adoption Finalization Court Order, end the child's Legal Status of Full

  Guardianship with a Termination Date and Termination Reason of Adoption.

All Unresolved Items for Closure must be resolved including the following:

- AFCARS adoption elements have been entered for each adopted child.
- All open Case Services have been authorized and end dated.
- There are no unfinished work items, such as pending safety assessment, draft status Case Recordings, Legal Status without termination date, etc.

**NOTE:** If any of the required items are not completed, you must correct those items in the child's Adoption Case and perform the validation again. Repeat this process until all required information is complete and you receive this message:



Continue to the next sub topic

## Finalizing an Adoption Case

#### **Navigate to the Adoption Case**

- On the **TFACTS Home** tab, the **Workload** screen displays.
- Choose the appropriate child's name on the **Workload**.
- Click the arrow by the case type.
- Click the **Select** link to display the case.



• TFACTS opens to the **Case Overview** screen. Click the **View Case Details** link.



The Case Information screen displays, click the Finalization/Case Closure tab.



 The Adoption Finalization Information screen displays, click the Add Adoption Finalization Information button to add finalization information.



- The Child for Adoption Placement/Finalization Details screen displays, select the Child Name from the drop down list.
- Click OK.



The Adoption Finalization Details/Case Closure screen displays.

- The Child's Pre-Adoptive Information auto-populates on the left side of the screen which
  displays the child's existing Name, DOB, SSN, and Address. This information on the left cannot
  be updated from this screen.
- The **Child's Adoptive Information** on the right side of the screen contains free text fields where the child's adoptive information can be entered.
- The SSN can now be entered on the Child Adoptive Information (previously TFACTS would not allow it).
- The Child Adoptive Information address (on the right) is auto-populated from the placement section where the Intent to Adopt is chosen.

**NOTE:** The **Copy to Adoptive Information** button is **not** used in most instances, since the **Child's Adoptive** address is usually different from the **Pre-Adoptive** address. The copy function will override the **Intent to Adopt** address that populates on the **Child' Adoptive Information**, which would be incorrect.



Complete the following fields in the **Adoption Information** fields:

- All Recrutment Activity Ended-Yes or N/A
- Date of Full Disclosure date
- Adoption Assistance Application Signed-checkbox

**NOTE:** Other fields, such as **Intent to Adopt**, will auto-populate and cannot be updated from this screen.

Click Apply.



Continue to the next sub topic

#### Finalization Checklist

Complete the following fields or checkboxes (if applicable) in the Finalization Checklist section.

- Petition to Adopt Filed Date (is a system generated date and may not always be correct as it is based on what the court petition has listed as the date).
- Putative Father Registry Response Date
- Adoption Finalization Date
- Signed Consent to Adopt checkbox
- Confidential Court Report Completed
- Court Packet Completed
- Final Decree
- Adoption Assistance Agreement Signed
- Primary Factor for Special Need Determination-select from drop down list
- Click Save.



- TFACTS returns you to the Finalization/Case Closure tab.
- Click the Approval/Restrict Record link.



TFACTS ensures the Adoption Case is complete and displays any missing information on the
Adoption Case Closure Validation Details grid. Any unresolved items must be addressed
before proceeding with case closure and submitting for supervisor approval. If no unresolved
items are found, click on the Submit for Approval button to route to the supervisor.



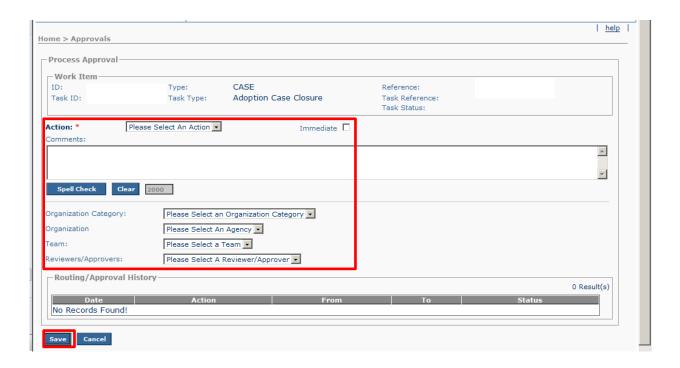
The Validate Adoption Case Closure link is then selected to begin the process of closing the case.



On the **Approvals** screen shown below, the closure is routed to the appropriate person to initiate the final closure.

Select from the drop down lists for the following fields:

- Action
- Comments-if applicable
- Organization Category
- Organization
- Team
- Reviewers/Approvers
- Click Save.



You have completed this storyboard